

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION - *SAMPLE*

Classification: Forester-Senior

Working Title: Forester

POSITION SUMMARY:

Within the assigned area, this position is responsible for fire management, which includes fire preparedness, fire suppression, and fire prevention on federal, state, county and private lands within the assigned area. This position implements and develops the fire suppression, prevention, and forestry law enforcement in the assigned fire response unit and ensures the completion of all fire management activities. This position includes fire line responsibilities such as initial attack, suppression and serves as the Incident Commander, Operations Section Chief, or as a Division Group Supervisor/Task Force/Strike Team Leader during fire suppression operations. This position also provides expert training to Fire Department personnel and other partners. This position is responsible for planning and conducting prescribed burning activities to achieve habitat and property management objectives.

This position directs and provides forest management assistance on private lands, state lands and county forests, to include advice and services to private landowners and property managers; advice and services on state-owned lands; advice and services as the single point of contact or liaison to the assigned County Forest; advice and services on County Forest lands; and advice, services and administration of the Good Neighbor Authority agreement with the Chequamegon-Nicolet National Forest.

This position is key to public safety and security and requires the incumbent to meet and maintain the physical fitness test standards required for all Department protective positions. The principal duties of the position require active fire suppression duties which require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning. This position is available for fire suppression, pre-suppression and prevention duties year-round.

All DNR Field Foresters are responsible for assisting in any Division of Forestry's integrated programs when needed.

SCOPE OF AUTHORITY: This position is supervised by a Forestry Team Leader. This position implements major work projects under general supervision, assumes an independent role in working with consultants, other governmental agencies, and DNR staff, and independently makes decisions on complex assignments.

LOCATION: This position may be located in any county statewide.

GEOGRAPHIC RESPONSIBILITIES: Particular counties are identified for each position. Job holders are expected to be available to assist other teams across established boundaries as requested.

TRAVEL REQUIREMENTS: The job holder travels frequently within the geographic scope of the assigned station as well as occasional statewide travel.

GOALS & ACTIVITIES:

45% A. Forest fire suppression and prevention by directing and implementing all aspects of the Forest Fire Management Program throughout the assigned area, including wildland fire detection, suppression, prevention and safety; ensuring PPE, fire equipment resources and facilities readiness; fire department partner relations; prescribed burning; wildland urban interface program support; fire cause determinations and all-hazard incident support.

A1. Provide initial and extended attack forest fire suppression as incident commander, ensuring Incident Command System is established on all fires. Coordinate other fire suppression resources (other

Department units, fire department units, aerial resources, etc.) as appropriate and the situation dictates.

- A2. Provide for the protection of structures threatened by wildland fire and coordinate/direct actions of fire departments, emergency firefighting crews and/or other agencies in this effort as needed.
- A3. Assist local fire departments with mutual aid requests for structural fire suppression.
- A4. Employ standard safety practices, recognize, and communicate with fire line supervisors, any situations that appear unsafe.
- A5. Plan, implement and evaluate prescribed burning activities to achieve habitat and property management objectives and reduce fuel buildup to decrease the likelihood of more serious fires on public owned lands.
- A6. Inspect property and local areas for hazards and wildland/urban interface areas to develop solutions to reduce fire risk.

10% B. Forest fire program administration, including oversight of the assigned fire response unit's responsibilities pertaining to the administration of activities associated fire prevention and training related to firefighting responsibilities.

- B1. Collect fire information, prepare maps, fire reports, suppression payrolls and bills.
- B2. Direct the preparedness and maintenance of forest fire equipment, infrastructure and facilities to Department standards for the assigned fire response unit and all equipment within the unit's responsibility.
- B3. Administer various federal and state fire grants (Forest Fire Protection grant program; Wildfire Risk Reduction grant program; etc.) available to fire departments and counties to ensure appropriate use of funds and equipment readiness to support wildland fire suppression activities.
- B4. Train DNR employees, local fire departments, and others in all aspects of the DNR fire program.
- B5. Attend fire training, acquire and maintain forest fire control certifications and qualifications.
- B6. Contribute to Division's fire prevention programs
- B7. Initiate initial contact with public regarding specific forest fire violations, investigate fire cause, origin and responsibility, and assist with enforcement of related laws and codes by preparing case activity reports, issuing warnings or civil citations.

45% C. Forest Management, including forest reconnaissance, management plans, prescriptions, timber sale establishment and administration, timber stand improvement, reforestation and afforestation, forest road development and maintenance, and property management on federal lands, state lands, county lands and private forest lands.

- C1. Complete analysis of forest land data to prepare, review and approve forest management prescriptions prior to implementation and perform compartment reconnaissance duties as necessary (including the collection, evaluation, and updating of stand and compartment data, timber type mapping, air photo and data interpretation, etc.).
- C2. Determine stand readiness for commercial harvest based on forest land data, and develop timber sale specifications by developing forest management prescriptions.
- C3. Establish timber sales based on prescriptions to meet forest management objectives.
- C4. Oversee and lead timber sale preparation, including cruising stands, calculating volumes, establishing boundaries, setting cutting specifications, and initiating timber sale cutting notices.

- C5. Continually improve forest stands by developing specifications to complete silvicultural projects to include reforestation, timber stand improvement, cultural treatments, plantation survival counts, boundary maintenance and posting, recreation development and wildlife habitat improvement based on plans.
- C6. Develop and evaluate forest roads and trails construction, maintenance and repair recommendations.
- C7. Oversee timber sale administration by documenting progress of active sales.
- C8. Ensure contract compliance by loggers, and gain voluntary compliance if discrepancies are discovered. When voluntary compliance cannot be obtained, report violations and work with law enforcement entities as required.
- C9. Work with landowners to provide professional advice on the condition of their property and provide recommendations on proper forest management techniques (forest health issues, regeneration, harvest needs, etc.).
- C10. Review and affirm (or critique) private consulting forester prescriptions to ensure they are appropriate and meet program standards.
- C11. Assist land management professional partners (consulting foresters, agency staff, loggers, etc.) and the public (landowners, property users, etc.) with general questions or concerns.
- C12. Conduct checks to ensure compliance with Wisconsin Forest Landowner Grant Program, federal cost-share programs, American Tree Farm System, and others.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment

- 1. Per 28.045, Wis. Stats, a Bachelor's degree in Forestry from a 4-year program with SAF accredited curriculum or equivalent as determined by the State Forester is required.
- 2. Familiarity with fire management principles, techniques and equipment used in forest fire suppression.
- 3. Familiarity with incident command system utilized in forest fire suppression and major natural resources disasters.
- 4. Familiarity with prescribed fire planning, implementation and evaluation.
- 5. Knowledge of the principles and practices of silviculture (science based forest management practices).
- 6. Knowledge of practical field forestry procedures including data collection, tree and forest plant identification, site assessment, regeneration assessment, forest aesthetics, silvics, pest identification and pest management procedures.
- 7. Knowledge of soils, their characteristics and potential impacts on forest cover types.
- 8. Knowledge of site preparation and reforestation and afforestation techniques.
- 9. Knowledge of forest management practices that enhance wildlife habitat.
- 10. Knowledge of methods for developing effective forest management plans.
- 11. Word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation, and email software necessary to communicate with others.

Full Performance

- 1. Knowledge of Forest Fire Protection (FFP) grants, Volunteer Fire Assistance (VFA) grants and Federal Excess Personal Property (FEPP).
- 2. Knowledge of burning regulations and the necessity to enforce and cite as situations dictate.
- 3. Knowledge of rural fire department organization, equipment, training and tactics in relation to wildland fire suppression and structural fire service.
- 4. Knowledge of law enforcement investigation techniques related to forest fire suppression and investigation.

5. Knowledge of forest fire behavior, suppression tactics and techniques, fire line safety standards, incident command system and communication systems.
6. Knowledge of techniques and procedures used to monitor, audit and evaluate forest fire suppression activities.
7. Knowledge of prescribed fire planning, implementation and evaluation.
8. Knowledge of radio communication, equipment, and generally accepted procedures.
9. Familiarity with the tactical use of aircraft and be capable of working safely and effectively when air operations are involved.
10. Knowledge of DNR's statewide Forestry Program, including the principles of sustainable forestry and science-based natural resources management; the various Forestry sub-programs; emerging program growth areas; the forest types and forestry and fire management practices common to Wisconsin and the Great Lake region; and the associated policies, procedures, and laws.
11. Knowledge of the principles and practices of silviculture (science based forest management practices) as applied in the Great Lakes region.
12. Knowledge of procedures for timber sale establishment, administration, and close out.
13. Knowledge of BMP (Best Management Practices) and their application.
14. Knowledge of hand held data records and data collection and analysis software.
15. Knowledge of DNR policies, regulations, handbooks, and manual codes.
16. Knowledge of relevant state statutes and administrative codes to proceed with necessary levels of enforcement.

SPECIAL REQUIREMENTS:

- This position will be required to obtain and maintain Forest Ranger credentials to reflect its civil forestry law enforcement responsibilities. Forest Rangers are not sworn officers of the state, but are credentialed to deal with civil enforcement situations.
- Meet and maintain physical fitness standards required by the Department per Manual Code 9124.2.
- Must be able to respond within 30 minutes to the work station when directed for emergency response.
- Meet and maintain requirements to operate a state vehicle, travel independently and on a timely basis.
- Within one year of appointment must be qualified as:
 - Firefighter Type 2 (FFT2)
 - Engine Operator (ENOP)
- Within two years of appointment must be qualified as:
 - Advanced Firefighter/Squad Boss (FFT1)
 - Incident Commander Type 5 (ICT5)
- Within five years of appointment must be qualified as:
 - Incident Commander Type 4 (ICT4)
 - Task Force Leader (TFLD)
 - Engine Boss (ENGB)
 - Heavy Equipment Boss (HEQB)
 - Firing Boss (FIRB)

SPECIAL REQUIREMENTS: (For specific positions only)

- Meet and maintain physical fitness standards required by the Department per Manual Code 9124.2.
- Must be able to respond within 30 minutes to the work station when directed for emergency response.
- Meet and maintain requirements to operate state vehicle, travel independently and on a timely basis.
- Within six months of appointment must:
 - Obtain and maintain a Wisconsin Class A CDL to operate specialized heavy duty fire equipment
- Within one year of appointment must be qualified as:
 - Firefighter 2 (FFT2)
 - Engine Operator (ENOP)
 - Tractor Plow Initial Attack (TPIA)
- Within two years of appointment, must be qualified as
 - Advanced Firefighter/Squad Boss (FFT1)

- Incident Commander Type 5 (ICT5)
- Within five years of appointment, must be qualified as:
 - Incident Commander Type 4 (ICT4)
 - Engine Boss (ENGB)
 - Heavy Equipment Boss (HEQB)
 - Firing Boss (FIRB)

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS

Physical Activity Requirements: The position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, sitting, standing, talking, hearing, seeing, clarity of vision at 20 feet or more, clarity of vision at 20 inches or less, and walking on foot.

Physical Surroundings and Hazards: Depending on the time of year, activities occur indoors and outdoors in varying amounts. This means that the employee could be exposed to temperatures below 32 degrees for periods of an hour or more, and temperatures above 100 degrees for periods of more than one hour. There may be situations involving sufficient noise to cause the employee to shout in order to be heard. The employee may be exposed to vibrating movements of the extremities or whole body. There may be exposure to hazards and situations (such as proximity to mechanical parts, electrical current, etc.) and/or exposure to conditions that affect the respiratory system or the skin, such as wildland and structural fire smoke, odors, poison ivy and/or insect bites that could result in bodily injury if not properly handled.

Type of Vehicle Assigned:

Equipment Used: Clinometer, cruising stick, diameter tape, increment borer, 75' loggers tape, tally meter, hand-held data recorders, stereoscope, paint gun, hand held compass, GPS, computer, ArcView, GIS, PowerPoint, MS Word, MS Excel, chainsaw, two-way radio, back cans, portable pumps, hoses and nozzles, fire shelter, fire suppression hand tools, drip torch, winch, fire weather kit, utility trailers, fire suppression engines, ATV and snowmobiles.

Telework Evaluation: Unavailable due to field requirements.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.